Permit #F00023944-A

FilmL.A., Inc.
1201 W. 5th Street, Suite T-800
Los Angeles, CA 90017
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information

Permit No: F00023944-A **Type of Permit:** FILMING **Release Date:** 01/27/2010

Production Company NBC UNIVERSAL & THEIR SUBSIDIARIES

Insured Company Name NBC UNIVERSAL & THEIR SUBSIDIARIES

Contact Phone No. 1 000-000-0000
Contact Phone No. 2
Fax
Address 330 BOB HOPE DR
BURBANK, California 91523

Production Title THE OFFICE

Type of Production TV Sitcom

Producer Randy Corday

Director Seth Gordan

1st AD Rusty Mahmood

Production Manager Steve Burgess

FilmL.A. Coordinator Adrian Fayad

Location Manager kylie Alexander
Primary Phone Mobile - 310-909-9064
Secondary Phone Office - 818-766-6666

Location Assistant N/A N/A
Primary Phone Mobile - 555-555-5555
Secondary Phone

Fees

LA CITY DEPT OF REC AND PARKS PARK MONITOR FEE	$494.00
FILMLA FILM PERMIT RIDER FEE	$100.00
LA CITY DEPT OF REC AND PARKS BASECAMP ONLY USE FEE	$450.00

Total Permit Fee $1,044.00

Number of Locations 1

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Summary Information

Location

Permit Number	F00023944-A	**Location Manager**	kylie Alexander
Production Company	NBC UNIVERSAL & THEIR SUBSIDIA...	Primary Phone	Mobile - 310-909-9064
Insured Company	NBC UNIVERSAL & THEIR SUBSIDIA...	Secondary Phone	Office - 818-766-6666
Production Title	THE OFFICE		

Location Address Balboa Blvd., Lankershim Blvd., Ventura Blvd., Roscoe Blvd. (inclusive) , Los Angeles, CA, 91411

Location Names

Location Type Driving grid

Location Description

Film Dates 1/27/2010 - 1/27/2010 07:00 - 00:00

Open or Closed to the Public Closed

Generic Conditions
All vehicles must be parked on private property
No Cast and Crew parking on areas streets.
No interference with merchant activity
No interference with pedestrian traffic
No stopping and setting up in residential areas before 7am or after 10pm without prior approval
No stopping or setting up in front of merchants or residents without prior approval
Number of uniformed officers listed on the permit is a minimum requirement. Permittee remains responsible for deploying a sufficient number of uniformed officers to provide traffic and crowd control to ensure the safety of the film crew and the public.

Please see attached document STANDARD.pdf

Equipment on Location

Type	Quantity
5 or 10 ton trucks	7
Camera cars	1
Cast/Crew vehicles	50
Cube Trucks	5
Generator	1
Motor Homes	4
Picture vehicles	10
Vans	4

Personnel on Location

Type	Quantity
Cast	10
Crew	75
Off-Duty/Retired LAPD Officer(s)	4

Filming Activities Car-to-Car; Emergency vehicles with flashing lights; Intermittent traffic control - 2 minute standard (except 0700-0900 hrs & 1500-1900 hrs); Process Trailer; Running & tow shots.; camera and equipment in car ; insert car ;

Jurisdiction **Political:** Multiple Jurisdictions **Police:** Los Angeles Police Department **Fire:** Los Angeles City

Location Notes

Coordinator Note BASECAMP AND CREW PARKING AT. Hjlete Sports Ctr. 1/27; 12:00 - 23:59 hours. Trucks parked over night.

Coordinator Note 1PARK MONITOR REQUIRED. 1/27; 12:00 - 23:59 HOURS.

Parking

Base Camp
Location Type : LA City Park

Crew Parking
Location Type : LA City Park

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Street : Hjlete Sports Ctr. 1/27; 12:00 - 23:59 hours. Trucks parked over night.

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PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

Film Production Guidelines

Welcome to the City of Los Angeles, Department of Recreation and Parks (Department). In our partnership to protect the environmental integrity of our parks the Park Film Office is providing guidelines to ensure a safe and successful film shoot. Please review and provide copies of these guidelines to the appropriate responsible persons. Thank you for the continuous use of our parkland.

- Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.
- Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.
- Film permits do not provide exclusive use of a park or recreation area.
- Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.
- Due to underground plastic irrigation lines and trees having shallow root systems, staking or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.
- Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is permitted to stay overnight must be guarded by the permitted company's security group.
- Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.

- A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between park patrons, other City employees and a communication link between Permitee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact their supervisors if needed. The Permitee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.

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NBC UNIVERSAL – THE OFFICE (HJELTE SPORTS COMPLEX)

NOT A PERMIT

- Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permitee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.
- A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products. The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.
- Dirt Position Parking only at the North End of the Lot.

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